



DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
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PATUXENT RIVER, MD 20670-1547

IN REPLY REFER TO

NAVAIRINST 12700.1

AIR-7.3

18 Nov 97

NAVAIR INSTRUCTION 12700.1

From: Commander, Naval Air Systems Command

Subj: FLEXIPLACE PROGRAM

Encl: (1) Flexiplace Program Operating Plan
(2) Flexiplace Program Participant Application
(3) Sample Flexiplace Program Work Agreement
(4) Work-at-Home Safety Checklist

1. Purpose. To establish procedures and responsibilities for participation in the Flexiplace Program. This program will allow Naval Air Systems Command Headquarters (NAVAIRHQ) and Program Executive Office PEO(A), (CU), (JSF), and (T) civilian employees to work at home or at an existing General Services Administration (GSA) sponsored telecommuting center for a period not to exceed eight work days in a two-pay-period timeframe.

2. Scope. The Flexiplace Program applies to non-supervisory civilian employees of the NAVAIRHQ and PEOs.

3. Background. Flexiplace is an innovative tool that provides employees with the opportunity to perform their duties at alternate work sites during an agreed upon portion of their work week. Flexiplace provides a means of responding to the rapidly changing factors impacting today's workforce - demographic, societal, and technological. Flexiplace is proving to be effective in reducing employee turnover and absenteeism, improving management techniques, and responding to sociological and environmental issues.

4. Action. Supervisors and employees will ensure compliance with the guidance set forth in enclosures (1) through (4).

5. Review. This instruction will be reviewed annually for changes and deletions.

6. Forms. The forms listed below are available from the Human Resources Department's servicing personnel advisors.

a. NAVAIR 12700/1, (4-97), Flexiplace Program Participant Application

NAVAIRINST 12700.1

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b. NAVAIR 12700/2, (4-97), Work-At-Home Safety Checklist


J. A. LOCKARD

Copy to: (2 copies unless otherwise indicated)

SNDL: C21 (1 copy); FKA1A (AIR-7.5 A/L (1 copy), AIR-7.2.5.1
(20 copies), AIR 7.2.5.2 (5 copies), AIR-7.3 (5 copies))

FLEXIPLACE PROGRAM

OPERATING PLAN

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FLEXIPLACE PROGRAM OPERATING PLAN

I. Background

Flexiplace is an innovative management tool that provides employees the opportunity to perform their duties at alternate worksites during an agreed upon portion of their work week. Flexiplace refers to paid employment performed away from the main office.

The program's objective is to allow participants to work at alternate worksites on a regularly scheduled basis (versus unscheduled or occasional performance of work by employees at alternate worksites).

Flexiplace locations may include the employee's residence or satellite locations near the employee's home. Satellite facilities have spaces owned or leased by one or more agencies. Satellite center employees work there primarily because it is close to their home, not necessarily because they belong to the same work unit.

II. Purpose

The Federal Telecommuting Program, sponsored by the President's Council on Management Improvement (PCMI), is designed to test alternatives to the traditional work environment which may afford opportunities to assist the Federal sector in attracting and retaining quality employees. Specifically, telecommuting is being evaluated for its potential cost reductions and ability to improve work operations. This is accomplished by measuring increased employee productivity and positive changes in employee morale, motivation, job satisfaction and reductions in absenteeism. Measurements may also reflect savings realized through lowered requirements for office space, utilities, equipment and parking, and gains to the environment by reducing commuting to a centralized workplace.

III. Benefits

Flexiplace provides a means of responding to the rapidly changing factors impacting today's workforce - demographic, societal, and technological. Flexiplace is proving to be effective in reducing employee turnover and absenteeism, improving management techniques, and responding to sociological and environmental issues.

For example, experience within the Federal workforce has shown that flexiplace arrangements can assist in bringing injured, recuperating, and physically limited employees back to work at

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alternate worksites and taking them off sick leave or worker's compensation. The organization may be able to find work that such employees can perform at alternate worksites or may be able to "restructure" existing work so that some of it may be performed at an alternate worksite.

Flexiplace offers the potential to realize the following benefits:

To Management:

- Improvements in employee effectiveness and morale
- Improvements in communications between supervisor and employee
- Retention of skilled employees and reduction in employee turnover rates
- Decline of absenteeism
- Accommodation of trained employees with health problems while they are still able and willing to work
- Carryover of benefits by management-by-results to other parts of the organization

To Employees:

- Reduced commuting time
- Increased flexibility in coordinating work schedules with personal and family priorities
- Employee's ability to capitalize on peak productivity periods
- More employee control over their life
- Reduced costs for transportation
- Improved communications between supervisor and employee

To Society:

- Reduced commuter trips and traffic congestion
- Reduced air pollution and conservation of transportation fuels (energy conservation)

IV. Scope

The Flexiplace Program applies to non-supervisory civilian employees of the Naval Air Systems Command Headquarters (NAVAIRHQ and PEOs). This notice provides employees and supervisors guidelines applicable to the Flexiplace Program.

V. Review

This program will be reviewed not less than annually for continuation or modification.

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VI. Policy

Participation in the NAVAIRHQ Flexiplace Program is voluntary by employees and supervisors on the NAVAIRHQ and PEOs rolls only. An employee may withdraw from the program after providing sufficient advance notice to ensure management and employees adequate time to plan for a return to a regular work schedule in the office.

A work agreement is required for all participants. The reporting requirement for the program is completion of evaluation questionnaires by the supervisor and the employee on a quarterly basis. In addition, co-worker and customer input will be used to assess the program. All employee participants and their supervisors must attend a mandatory training session before beginning participation.

Participation in the NAVAIRHQ Flexiplace Program is not a right. The supervisor is responsible for deciding if a position is one that is appropriate for off-site work and for examining both the content of the work and the performance of the employee. Participation in the program is not expected to be routine. Because this is a supervisor's work option, there is no automatic right of the employee to continue participation in the event of a change of supervisor.

The Flexiplace Program is not designed as a solution to child or elder care requirements. Employees will not be involved in childcare or elder care responsibilities on the days of Flexiplace participation.

Before an employee begins to work off-site, certain guidelines must be established to minimize any adverse impact on other staff members. The overall interests of the office must take precedence over working off-site on a regular off-site day if a conflict arises. An employee's off-site work must not adversely affect the performance of other employees. Flexiplace must not put a burden on staff remaining in the office. An equitable distribution of workload must be maintained, and methods must be instituted to ensure that office employees do not have to handle the Flexiplace employee's work.

If a manager believes the flexiplace arrangement is not working out, he/she has the right to end participation of an employee in the program. A manager may end an employee's participation in the program when the employee's performance declines, conduct becomes a problem, or if the program fails to benefit organizational needs. If feasible, the agency will provide sufficient notice prior to the cancellation of the program.

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VII. Responsibilities

A. The Assistant Commanders and PEOs or their designees will authorize participation in this program and will evaluate the impact of the program on the efficiency and effectiveness of work operations within their organizations. Quality assessments of the program will be provide to COMNAVAIR (AIR 7.3) quarterly.

B. Supervisors will: (1) approve those employees to participate in the program who meet the guidelines, (2) develop and amend performance work plans (as needed) for work performed away from the primary official duty station, (3) assign appropriate work to be performed at the alternate worksite, (4) maintain productivity records and information to evaluate the program, and (5) provide calling cards for work-at-home participants.

C. Employee will: (1) provide information to complete work agreements, (2) observe agreed-upon hours of work following established NAVAIR policies, (3) observe policies of requesting leave when leave is to be taken, (4) use Government equipment only for official purposes, (5) complete work-at-home safety checklist, and (6) provide a computer with compatible software to complete work assignments and that meets minimum configuration requirements for e-mail.

D. The Human Resources Department (AIR-7.3) will: (1) ensure that all participating supervisors and employees are aware of their responsibilities to accurately measure and report performance and time and attendance, and (2) provide evaluation materials to participating personnel.

E. The Information Technology/Information Management Office (AIR-7.2) will provide e-mail software for work at home and satellite offices.

VIII. Guidelines

A. Selection Criteria. The supervisor and the employee must carefully examine the work requirements prior to considering the Flexiplace Program. Most jobs require a certain amount of time in the office. A flexiplace agreement must include a portion of the work performed at the alternate worksite and a portion of the work performed at the traditional worksite. The supervisor and employee must agree on a process for transferring work from the alternate worksite to the regular duty station to ensure increased efficiency.

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1. Characteristics Of Suitable Work

a. Work assignments are portable and can be performed effectively outside the office.

b. Work assignments are easily quantifiable or primarily program oriented.

c. Work products are not routinely time sensitive requiring immediate turnaround.

d. Work assignments which lend themselves to flexiplace consist of reading/processing tasks, preparing instructions, reviewing and commenting on drafts, etc.

e. No supervisory duties or responsibilities.

f. Contact with other employees and customers is predictable.

g. Classified data is not involved.

h. Work assignments do not require constant "face to face" contact with co-workers, other employees, or customers.

i. Has customer endorsement.

j. Jobs that require the worker to perform a hands-on service for others, such as mail room service, supply delivery, reproduction, printing, etc., are clearly not adaptable to Flexiplace. Examples of positions that are not amenable to Flexiplace are trainees, secretaries, personnel clerks, program managers or coordinators, customer service oriented positions, etc.

2. Employee Characteristics

a. Employee has demonstrated self-starter characteristics, can function independently and has demonstrated dependability.

b. The employee is highly motivated.

c. The employee can deal with isolation.

d. The employee has demonstrated excellent time management skills, self discipline and organization skills.

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e. The employee's overall performance evaluations are equivalent to fully satisfactory or higher.

f. The employee has clearly defined performance standards for the telecommuting duties.

g. The employee has all the knowledge needed to work at an alternate worksite.

h. The employee has demonstrated that they can work unsupervised and does not require continuous input from others.

i. The employee has demonstrated a full understanding of the operations of the organization.

j. The employee has received full supervisory support for participation.

k. The employee is willing to sign and abide by a written agreement which requires participation in training and evaluation sessions.

l. Employee has a process for reporting work accomplishments and output measurements for estimating work products.

m. If the work requires computer applications, the employee must demonstrate sufficient computer literacy skills.

n. Employee owns his/her own suitably configured personal computer (work-at-home only).

o. Integrated Program Team (IPT) members must have IPT leader endorsement.

p. No disciplinary actions within the past five years.

3. Supervisor Characteristics

a. The supervisor should be a proponent of the program.

b. The supervisor should be willing to work through any problems or obstacles that may occur.

c. The supervisor should be comfortable with evaluating work performance by measuring specific performance

output as demonstrated by documented results and without direct observation.

e. The supervisor must be an effective communicator and must be able to define clearly specific objective tasks and performance expectations.

f. The supervisor must have a process for frequent review of individual performance and certify quarterly that this program is effective and better serving customer requirements.

g. The supervisor should be capable of holding employees to work place "rules".

h. The supervisor must understand that use of Flexiplace working arrangements is no reason to ignore regulations for security of the U.S. Government, contractor propriety or other sensitive information. Such information may not be taken from NAVAIR premises for work at the alternate worksites.

B. Work Agreements. Each employee must sign a work agreement that covers the terms and conditions of the Flexiplace Program. The work agreement constitutes an agreement by the employee to adhere to applicable guidelines and policies. The work agreement will cover items such as the voluntary nature of the plan; length of the Flexiplace assignment; hours and days of duty for each work week (both regular and alternate); responsibilities for timekeeping, leave approval, and requests for overtime and compensatory time; performance requirements; proper use and safeguards of government property and records; standards of conduct; and completion of required evaluation materials.

C. Work Schedules. Work away from the office will vary depending upon the individual arrangements between employees and their supervisors and the availability of the alternate worksites. However, each work agreement should allow no more than a maximum of eight alternate worksite days in a two-pay-period timeframe. Employees and supervisors should work to develop a schedule that will ensure that the employee is available as needed during the week for face-to-face meetings, access to facilities, etc. Successful programs have shown employees need to spend at least part of the week in the office to minimize isolation and communication problems, facilitate integration of the employee with those in the office, and to ease supervisor's adjustment.

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Flexiplace work schedules must identify the days and times the employees will work in each work setting. Work schedules can parallel those in the office or be structured to meet the needs of participating employees and their supervisors. The process of establishing work schedules permits adjustments periodically to achieve an optimal schedule suiting employee and organizational requirements. To ensure ongoing communication, developing set times during the day for telephone conversations between the supervisor and the employee may be helpful.

D. Position and Performance Issues

1. Position Descriptions. Changes to position descriptions normally should not be required unless the telecommuting arrangement changes the actual position duties or the position description is not up-to-date. Supervisors should carefully specify the employee's "official duties" by defining work at the alternate worksite as precisely as possible.

2. Performance Standards. Critical elements and performance standards must have clearly defined performance requirements that are measurable and results oriented. The standards must provide a reasonable basis for measuring performance.

E. Time and Attendance Issues

1. Hours of Duty. Employees, while participating in this program, will be allowed to work a compressed work schedule (CWS).

2. Leave. The policies for requesting annual leave, sick leave or leave without pay remain unchanged. The employee is responsible for requesting leave in advance from the supervisor and keeping the timekeeper informed of leave usage.

3. Certification and control of time and attendance. Proper monitoring and certification of employee work time is critical to the success of this program. Supervisors must report time and attendance to ensure that employees are paid only for work performed and that absences from scheduled tours of duty are accounted for correctly. Federal policies and procedures governing certification of time and attendance require agencies with employees working at remote sites to provide reasonable assurance that they are working when scheduled. Reasonable assurances may include occasional calls by the supervisor to the employee's alternate worksite, and determining reasonableness of work output for the reported time spent.

4. Administrative leave, dismissals, emergency closings. Although a variety of circumstances may affect individual situations, the principles governing administrative leave, dismissals, and closings remain unchanged. The ability to conduct work and the nature of any impediments, whether at the alternate worksite or at the regular office, determines when an employee may be excused from duty. When an employee knows in advance of a situation that would preclude working at the alternate worksite, either time in the office or leave should be scheduled.

F. Fair Labor Standards Act (FLSA). The existing rules in Title 5 U.S.C. and FLSA governing overtime also apply to the Flexiplace Program. Overtime is time worked at official duties in excess of the scheduled tour of duty that is ordered and approved by the supervisor. It is the responsibility of the supervisor to regulate and control the use of overtime. Employees are responsible for requesting in advance approval to work in excess of their normal hours of duty. This is particularly important when employees are working at alternate worksites without direct supervisory oversight.

G. Workers' Compensation. Flexiplace employees are covered by the Federal Tort Claims Act or the Federal Employees' Compensation Act (FECA) and qualify for continuation of pay or workers' compensation for on-the-job injury or occupational illness. The supervisor's signature on the request for compensation attests only to what the supervisor can reasonably know when the event occurred at the regular worksite or the alternate worksite. Employees bear the responsibility for informing their immediate supervisor of an injury at the earliest time possible.

H. Pay Issues

1. Duty station. For payroll purposes, the "official duty station" is the employee's Federal office.

2. Special salary rates. The employee's official duty station serves as the basis for determining special salary rates.

I. Facilities Issues. Employees participating in Flexiplace will have a designated work area (work-at-home) or work station (telecommuting centers) for performance of their alternate worksite duties. Requirements will vary depending on the work and the equipment needed to perform the work. At a minimum, an employee will be able to easily communicate by telephone with the supervisor during the day.

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J. Telecommunications and Equipment

1. Computers, government-owned equipment, etc. For the telecommuting centers only, government-owned property, including computers and other telecommunications equipment will be provided. The employee must notify the on-site coordinator and his/her supervisor immediately following a malfunction of government-owned equipment. If repairs are extensive, the employee may be asked to report to the main office until equipment is usable.

For work-at-home employees, any office automation equipment (including off-the-shelf software) needed by an employee in order to accomplish his/her assigned work will be provided by the employee. Software for e-mail capability (e.g., Teamlinks) will be provided by NAVAIRHQ. The employee must notify their supervisor immediately following a malfunction of any equipment needed for the completion of their assigned work. If repairs are extensive, the employee may be asked to report to the main office until equipment is usable.

2. Cost factors. For most employees, the up-front or ongoing costs will be minimal or non-existent. The following types of up-front and on-going expenses may be incurred by the command:

- a. Work related long distance telephone charges (both work-at-home and telecommuting centers);
- b. Telephone usage charges (other than long distance) (telecommuting centers);
- c. Computer software (e.g., Teamlinks);
- d. Remote technical assistance; and
- e. Replacement of damaged or lost equipment (telecommuting centers).

NAVAIR will reimburse the telecommuting centers for services and supplies used. Each employee in the program will keep a record of the long distance phone use, number of copies made, or other costs as identified in the work agreement.

K. Computer Security Issues. For the telecommuting centers, only hardware/software configuration procured by the Federal Government and authorized by an approving official at the center should be installed. Under no circumstances should

employees be allowed to add non-government owned or unauthorized hardware or software, such as bulletin board software.

IX. Additional Requirements

A. Privacy Act, Sensitive, or Classified Data. Decisions regarding the proper use and handling of sensitive data, as well as records subject to the Privacy Act, are delegated to individual supervisors who permit employees to work at alternate worksites. Off-site access to sensitive data may be permitted provided Automated Data Processing (ADP) and security officials certify the adequacy of the security for such access. Classified material may not be removed from the official worksite to the alternate worksites.

Records subject to the Privacy Act and sensitive non-classified data should not be disclosed to anyone except to those who are authorized access to such information in order to perform their duties. When records subject to the Privacy Act are maintained or used by employees working at remote locations, installations should revise the appropriate record system notices to indicate that the alternate worksite is authorized.

B. Training and Evaluation

1. Training in flexiplace policies and guidelines, as well as personal and occupational aspects of flexiplace arrangements is required for employees and supervisors before participation is approved.

a. Employees' topics include:

(1) Expectations of personal responsibility, accountability, time management and self-discipline.

(2) Communicating with supervisors, progress reporting, time management, deadlines, contact and meetings with co-workers and support personnel.

(3) Ways to avoid isolation, finding the best office work schedule, image and self-esteem.

b. Supervisory topics include:

(1) Managing for results, establishing quality and quantity norms, planning, scheduling and tracking assignments and milestones.

(2) Administration of work schedules, time and attendance and leave.

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(3) Supervisory expectations communicating with the telecommuting employee.

2. Evaluation of the program is critical to determining the feasibility and desirability of Flexiplace as an alternate work arrangement. Surveys will be completed and submitted to NAVAIR's Flexiplace Program Administrator (AIR-7.3) quarterly. Survey responses will be analyzed to evaluate the employees' and supervisors' overall perceptions of the impact of the telecommuting arrangement.

FLEXIPLACE PROGRAM PARTICIPANT APPLICATION

I. APPLICANT INFORMATION: (PLEASE PRINT LEGIBLY OR TYPE)

NAME: _____ CODE: _____

JOB TITLE: _____

GRADE & SERIES: _____ YRS OF GOVT SERVICE: _____

PHONE NUMBER: _____ ROOM/BUILDING: _____

ALTERNATE WORK SITE: (CHOOSE ONLY ONE)

RESIDENCE (PROVIDE FULL ADDRESS): _____

TELECOMMUTING CENTER (MARK THE DESIRED LOCATION)

Winchester, VA	_____	Waldorf, MD	_____
Stafford, VA	_____	Pr. Frederick, MD	_____
Fredericksburg, VA	_____	California, MD	_____
Manassas, VA	_____	Hagerstown, MD	_____

FLEXIPLACE DAY(S) OF THE WEEK REQUESTED: _____

(NOTE: FLEXIPLACE DAYS SHOULD NOT EXCEED 8 WORKING DAYS PER TWO PAY PERIOD TIMEFRAME. IN ADDITION, IF PARTICIPATING AT A TELECOMMUTING CENTER, FLEXIPLACE DAYS WILL BE DETERMINED BASED ON SPACE AVAILABILITY.)

LAST PERFORMANCE EVALUATION RATING: _____

(NOTE: EMPLOYEE'S LAST RATING OF RECORD MUST BE A MINIMUM RATING OF AT LEAST FULLY SATISFACTORY (LEVEL 3); EMPLOYEES ON A PERFORMANCE IMPROVEMENT PLAN ARE NOT ELIGIBLE TO PARTICIPATE.)

ARE YOU CURRENTLY A SUPERVISOR? YES _____ NO _____

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Encl (2)

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II. SUPERVISOR INFORMATION:

NAME: _____ CODE: _____

GRADE & SERIES OR RANK: _____

PHONE NUMBER: _____ ROOM/BUILDING: _____

YEARS SUPERVISING THIS EMPLOYEE: _____

III. TYPE OF WORK TO BE PERFORMED (NO CLASSIFIED WORK)

IV. EQUIPMENT & SOFTWARE REQUIRED

V. EXPECTATIONS OF THIS FLEXIPLACE PROGRAM

VI. ANTICIPATED PROBLEMS OR CONCERNS

VII. SIGNATURES

EMPLOYEE

DATE

FIRST LEVEL SUPERVISOR

DATE

SECOND LEVEL SUPERVISOR

DATE

IPT LEADER (AS APPROPRIATE)

DATE

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FLEXIPLACE PROGRAM WORK AGREEMENT

The following constitutes an agreement between the Naval Air Systems Command Headquarters (NAVAIRHQ) and (employee name) (employee code) of the terms and conditions of the Flexiplace Program.

1. The employee voluntarily agrees to participate in the Flexiplace Program and to follow all applicable guidelines and policies. NAVAIRHQ concurs with employee participation and agrees to adhere to the applicable guidelines and policies.
2. The employee and the supervisor, (supervisor name) (supervisor code) agree to participate in the program within the timeframes of 1 May 1997 to 30 April 1998.
3. The employee's official tour of duty will be: (hours of work) (including a one-half hour non-paid lunch period) following NAVAIRHQ's approved Alternate Work Schedule plan. The employee's work schedule will be:

Monday	(hours of work)	Official/Alternate
Tuesday	(hours of work)	Official/Alternate
Wednesday	(hours of work)	Official/Alternate
Thursday	(hours of work)	Official/Alternate
Friday	(hours of work)	Official/Alternate

4. The employee's official duty station is NAVAIRHQ, (building number), (address). The approved alternate work site is the (employee's residence or center name) located at (address). All pay, leave, travel and other entitlements will be based on the employee's official duty station.
5. The employee's timekeeper will retain a copy of the employee's telecommuting center schedule. The employee's time and attendance will be recorded as performing official duties at the official duty station.
6. The employee will obtain prior supervisory approval before taking leave following current NAVAIR procedures.
7. The employee will continue to work in pay status while working at the alternate work site. If the employee works overtime that has been ordered and approved in advance, he/she will be compensated following with applicable laws and regulations. By signing this agreement, the employee agrees that failing to obtain proper approval for overtime work may result in his/her removal from the Flexiplace Program and/or other appropriate action.
8. For work at home option, the employee is responsible for providing any office automation equipment (including off-the-shelf software) needed to accomplish his/her assigned work. Software for e-mail capability (e.g., Teamlinks) will be provided by NAVAIRHQ. The employee is responsible for the service and maintenance of his/her equipment. Additionally, the employee must notify their supervisor immediately following a malfunction of any equipment needed for the completion of their assigned work. If repairs are extensive, the employee may be asked to report to the main office until equipment is usable.

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9. The employee understands that he or she is covered under the Federal Employees Compensation Act if injured while actually performing official duties at the official duty station or the approved alternate work site. The employee agrees to notify the supervisor immediately of any accident or injury that occurs at the alternate work site and to complete any required forms. The supervisor agrees to investigate such a report immediately.
10. The employee will meet with the supervisor to receive assignments and to review completed work as necessary or appropriate.
11. The employee agrees to complete all assigned work according to the procedures mutually agreed upon by the employee and the supervisor and according to the guidelines and standards in the employee's performance plan.
12. Employee's job performance will be evaluated based on measurement criteria and milestones determined by the supervisor.
13. The evaluation of the employee's job performance will be based on norms or other criteria derived from past performance, occupational standards, and/or other standards consistent with these guidelines. For those assignments with precedent or without standards, regular and required progress reporting by the employee will be used by the supervisor to rate job performance and establish standards.
14. The employee's last rating of record must be a minimum rating of fully satisfactory or higher, and the employee shall not be on a performance improvement plan.
15. The employee's current performance plan contains performance standards covering work completed at the official duty station as well as work completed at the employee's alternate work site. The supervisor will be responsible for establishment of performance metrics and retention of product measurements.
16. At intervals specified by the General Services Administration project management team, the supervisor and employee will participate in evaluation activities designed to measure project performance. The employee and the supervisor agree to complete and submit evaluation materials promptly.
17. The employee agrees that he or she is bound by the Navy's standards of conduct while working at the alternate work site.
18. The employee will safeguard Government/Agency records and information from unauthorized disclosure or damage, and will comply with the Privacy Act requirements set forth in the Privacy Act of 1974, Public Law 93-579, codified at Section 552a, Title 5 U.S.C. and OPNAVINST 5510.1H DON Information and Personnel Security Program Regulation.
19. NAVAIRHQ agrees to let the employee terminate this agreement and resume his or her regular schedule at the official duty station after appropriate notice to the supervisor. The employee understands that the supervisor or the Naval Air Systems Command/PEO management may cancel the program arrangement at any time within his/her or their sole judgment that employee performance declines, is subject to disciplinary action for conduct, fails to produce the desired results, or otherwise fails to conform with this agreement.

EMPLOYEE	DATE
FIRST LEVEL SUPERVISOR	DATE
SECOND LEVEL SUPERVISOR	DATE
IPT LEADER (AS APPROPRIATE)	DATE

WORK-AT-HOME SAFETY CHECKLIST

NAME: _____ CODE: _____

HOME ADDRESS: _____

HOME PHONE NUMBER (INCLUDE AREA CODE): _____

BRIEFLY DESCRIBE THE ALTERNATE WORKSITE: _____

The following checklist is designed to assess the overall safety of the alternate worksite. Each participant should carefully read and complete the self-certification safety checklist. Upon completion, the checklist should be signed and dated by both the employee and first-level supervisor prior to participation in the program.

Circle YES or NO to each of the following:

- | | | | |
|----|---|-----|----|
| 1. | Is the space free of asbestos-containing materials? | YES | NO |
| 2. | If asbestos-containing material is present, is it undamaged and in good condition? | YES | NO |
| 3. | Is the space free of indoor air quality problems? | YES | NO |
| 4. | Is the space free of noise hazards (in excess of 85 decibels)? | YES | NO |
| 5. | Is there a potable (drinkable) water supply? | YES | NO |
| 6. | Is adequate ventilation present for the desired occupancy? | YES | NO |
| 7. | Are lavatories available with hot and cold running water? | YES | NO |
| 8. | Are all stairs with four or more steps equipped with handrails? | YES | NO |
| 9. | Are all circuit breakers and/or fuses in the electrical panel labeled as to intended service? | YES | NO |

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- | | | | |
|-----|---|-----|----|
| 10. | Do circuit breakers clearly indicate if they are in the open or closed position? | YES | NO |
| 11. | Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires, flexible wires running through walls, exposed wires fixed to the ceiling)? | YES | NO |
| 12. | Will the building's electrical system permit the grounding of electrical equipment? | YES | NO |
| 13. | Are aisles, doorways, and corners free of obstructions to permit visibility and movement? | YES | NO |
| 14. | Are file cabinets and storage closets arranged so drawers and doors do not open into walkways? | YES | NO |
| 15. | Are the wheels, casters, and legs on chairs secure and sturdy? | YES | NO |
| 16. | Is the office uncluttered and organized? | YES | NO |
| 17. | Are phone lines, electrical cords and extension wires secured under a desk or along a baseboard? | YES | NO |
| 18. | Is the office space neat, clean, and free of worn or frayed seams? | YES | NO |
| 19. | Are floor surfaces clean, dry, level, and free of worn or frayed seams? | YES | NO |
| 20. | Are carpets well secured to the floor, and free of worn or frayed seams? | YES | NO |

Your signature as the participant in the Flexiplace Program indicates the information provided is accurate to the best of your knowledge. You are responsible for informing your supervisor immediately of any significant changes.

EMPLOYEE

DATE

Your signature as the first-level supervisor indicates that you have reviewed the Safety Checklist certified by the participant and are satisfied with the responses. "No" answers should be reviewed to determine if they are acceptable for participation in the program.

FIRST-LEVEL SUPERVISOR

DATE

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